



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

**Request for Proposal (RFP)**  
**Statewide Instructional Technology Project**  
**Under Arizona's Enhancing Education Through Technology, Title IID**

**Background and Project Parameters**

**Authority:**

**Elementary and Secondary Education Act, *No Child Left Behind* (Public Law 107-110, Title II, Part D, Enhancing Education Through Technology, or the Ed Tech Grant.**

**Distribution of Ed Tech Funds:**

Ed Tech federal funding is approximately \$9,183,766 for FY06, disbursed as follows:

- **State activities and initiatives** -- five percent (5%) for administration
- **Formula Grants (\$4,362,289)** – 47.5 percent of the remainder will be disbursed using the *Title I Poverty Formula*, to LEAs that apply through the Consolidated Plan Application.
- **Discretionary grants (\$4,362,289)** – 47.5 percent of the remainder will be disbursed through a *competitive process*, open to eligible local entities that follow application procedures identified in this RFP document.

**Request for Proposal (RFP) for Discretionary Grants:**

There are three types of discretionary grants - Documents and instructions for applying for this funding can be found at the website: <http://www.ade.az.gov/technology/tlcdownloads.asp>.

- 1) **Comprehensive Implementation Grants** - Districts and charters not funded in FY03, FY04, or FY05 that meet the eligibility criteria may compete for approximately \$800,000 in this competition.
- 2) **Continuing Ed Tech Funding** - Projects that were funded in FY 03 **and/or** FY04, and/or FY05 (eligible list may be found at <http://www.ade.az.gov/technology> - **Competitive Ed Tech Grants**) may apply for this competition. Approximately \$2,000,000 is available for this competition.

**Statewide Instructional Technology Project** – Approximately \$1,500,000 for this competition. See separate RFP for this competition at <http://www.ade.az.gov/technology/tlcdownloads.asp>.

**What is the focus of this competitive funding opportunity?**

The Statewide Instructional Technology Project in Arizona is designed to support the Arizona Department of Education in carrying out initiatives designed to promote technology integration and the improvement of academic achievement in Arizona under the Arizona Student Achievement Plan and Enhancing Education Through Technology Grant Program.

The project is to provide high quality professional development and application support to all Local Education Agencies (LEAs), in all counties of the state:

- Training must be site-based when required by the LEA.
- The proposal must show that every county and every LEA will receive services.
- The proposal must indicate that low-performing LEAs will receive priority in obtaining services.
- The proposal must indicate that the project will be aligned to the Superintendent of Public Instruction's technology and curriculum initiatives, including IDEAL and Math.

- The proposal must demonstrate how the educational technology needs of rural and urban LEAs will be addressed with instruction, information, and troubleshooting skills.

Since 1998, Arizona funded the Regional Training Center (RTC) projects through various types of grants to provide training in technology integration; provide technical assistance to LEAs (including the implementation of SAIS); collaborate and support Arizona Department of Education (ADE) initiatives; and communicate and disseminate information. The RTC project provided services to all districts as well as charter schools (focusing on high-need LEAs) in all regions of Arizona (urban and rural). The RTC project will end on June 30, 2005 and be replaced with the Statewide Instructional Technology Project which will result from this discretionary competition.

The Ed Tech funding in this competition will now focus on the use of educational technology to improve instruction, curriculum integration; to increase student achievement in the core academic areas; and provide ADE application support with ADE oversight and supervision.

### **Who is eligible to submit a competitive proposal?**

The applicant proposal, partnership, or consortium must be initiated by an “eligible LEA” that meets the Title IID high need poverty criteria, established by the Title I Unit of the Arizona Department of Education. A “high-need local educational agency” is defined as an LEA that receives Title IA funds and:

- a. Those LEAs whose Title I data indicates that they have an average of 29% or more of their students in poverty (Title I poverty criteria is derived from a formula which includes census data as required by NCLB Title IID legislation; free lunch data is no longer used as in past years).

OR

- b. A single large district whose Title I data indicates that more than 15,000 of their students live in poverty;

AND

- c. Serves one or more schools identified for improvement or corrective action;

OR

- d. Has substantial need for assistance in acquiring and using technology.

Note: This poverty criterion has changed from past years. The Title I Unit of the Department of Education uses census data as part of the current formula, as required by Title IID federal legislation.

### **What is an eligible partnership or consortium?**

A partnership or consortium that includes at least one high-need LEA that meets the Title IID high poverty eligibility criteria *and* at least one of the following:

- (1) An LEA that can demonstrate that teachers in its schools are effectively integrating technology and proven teaching practices into instruction, based on a review of relevant research, and that the integration results in improvement in classroom instruction and in helping students meet challenging academic standards.
- (2) The Office of County Schools Superintendents, designated under ARS 15-301(c) as a local education service agency for the purposes of serving as an education service agency that is eligible to receive and spend local, state and federal monies to provide programs and services to school districts and charter schools within that county.
- (3) An institution of higher education that is in full compliance with the reporting requirements of section 207(f) of the Higher Education Act of 1965, as amended, and that has not been identified by the State as low-performing under that act.

- (4) A for-profit business or organization that develops, designs, manufactures, or produces technology products or services or has substantial expertise in the application of technology in instruction.
- (5) A public or private nonprofit organization with demonstrated expertise in the application of educational technology in instruction.

The partnership may also include other LEAs, educational service agencies, libraries, or other educational entities appropriate to provide local programs.

### **Statewide Instructional Technology Project Goals:**

The project will provide professional development in the area of technology integration and application support as follows:

1. To provide training and support services in each county that assist districts and charter schools in the integration of technology into the Arizona Academic Standards.
2. To assist school districts and charter schools in acquiring nationally research related, scientifically based instructional practices in all K-12 critical content areas, with a particular emphasis on the content areas of Mathematics and Science, through the integration of technology.
3. To promote IDEAL (Integrated Data to Enhance Arizona's Learning - <http://www.ideal.ade.az.gov>) to all LEAs in the state and incorporate it into all professional development efforts.
4. To design scope and delivery of technology integration activities in such a way that they complement the learning objectives of the Arizona READS-Reading First Program.
5. To provide training and technical support for SAIS and ADE applications and to archive all existing SAIS and ADE applications training/resource materials in order to create an electronic guide for these procedures, with strong ADE guidance and oversight.

### **Additional Proposal Requirement:**

- The eligible LEA and any LEAs that are members of the consortium or partnership must submit an updated Ed Tech ***Strategic Long Range Technology Plan***, which includes the goals and objectives of this proposal in its scope. The state's Technology Plan Template (and any additional documents required) may be found at <http://ade.az.gov/technology>. This includes items found under the links for Technology Plan Template and Ed Tech Documents. It is advisable that the applicant be familiar with the **Arizona State Technology Plan** as well.
- A local education agency or an education service agency member of the partnership or consortium are the only members that may legally serve as fiscal agent for funds awarded under the Ed Tech Program.
- The local education agency member of a group of agencies or an applicant partnership must be able to assure compliance with the Children's Internet Protection Act, if not currently receiving E-Rate funding (which requires this assurance) <http://www.sl.universalservice.org/reference/cipa.asp>.
- Statewide Instructional Technology Project proposals are to be written to cover the scope of work for the fiscal year, 2005-2006, and second year 2006-2007. Funding for the two years is contingent upon continued federal funding and successful completion of project annual goals.
- Please limit proposals to twenty-five pages (excluding budget, resumes, and appendices).

## **What are the requirements of the Statewide Instructional Technology Project?**

Applicants will submit proposals to provide services to all public school districts and charter schools in Arizona. The project must include all counties in the state, and describe the staffing that will be required. The particular service focus must be on **high-need LEAs and schools identified as low performing** as defined in Public Law 107-110, and in Arizona's Ed Tech Program Fund Alert and related documents (found on the Arizona Department of Education website).

Specifically, the Ed Tech funds awarded for this Project will be used to support all of the following services and activities:

### ***Section I. Strategies for Implementation based on the following Project Goals:***

1. To provide training and support services in each county that assist districts and charter schools in the integration of technology into the Arizona Academic Standards.
2. To assist school districts and charter schools in acquiring nationally research related, scientifically based instructional practices in all K-12 critical content areas, with a particular emphasis on the content areas of Mathematics and Science, through the integration of technology.
3. To promote IDEAL (Integrated Data to Enhance Arizona's Learning - <http://www.ideal.ade.az.gov>) to all LEAs in the state and incorporate it into all professional development efforts.
4. To design scope and delivery of technology integration activities in such a way that they complement the learning objectives of the Arizona READS-Reading First Program.
5. To provide training and technical support for SAIS and ADE applications and to archive all existing SAIS and ADE applications training/resource materials in order to create an electronic guide for these procedures, with strong ADE guidance and oversight.

### ***Need to show evidence of the following:***

- Using a variety of methods for delivering instruction to best meet the needs of LEAs, including direct classroom delivery, online web-based instruction, hands-on computer use, and development of media such as print, video, and CDs to widely disseminate training.
- Working cooperatively with existing professional development agencies and services already established in the state, at the county level, and at the local level to complement existing services and programs.
- Providing training and support to provide services to all LEAs as needed, to facilitate compliance with ADE initiatives, including completion and submission of ADE online reports, surveys, and applications.

### ***Section II. Strategies of collaboration and communication of information***

#### ***Need to show evidence of the following:***

- Meeting on a regular basis with ADE staff and partners to develop, deliver and review technology resources and initiatives that are aligned to the Arizona State Technology Plan (<http://www.ade.az.gov/technology/AZTechPlan05.rtf>) and state initiatives.
- Collaborating, communicating and cooperating with all partners in the Statewide Instructional Technology project, and maintain on-going communication with LEAs within the county served, by means of email, an updated website, mailings, phone, and fax, etc.
- Attending meetings and forums to keep informed on current methods and resources for providing high quality professional development.
- Working with ADE and other educational entities (such as ASSET, AzTEA, PDLA, K-12 Center) to foster productive relationships/partnerships to facilitate forums, symposiums, and special events around the state that support teachers and administrators in their efforts to integrate technology into the curriculum.
- Making presentations at national, state and county conferences on technology integration related issues.

### ***Section III: Strategies for Accountability and Dissemination of Results***

#### ***Need to show evidence of the following:***

- How the evaluation methods selected by the project will produce measurable results using a variety of evaluation instruments.
- How collaboration with an ADE's external evaluator will provide formative and summative evaluation data to ensure project compliance and that meet federal accountability requirements.
- How the results of the project will be disseminated to assure that the goals were achieved and that share lessons learned from the implementation of project are available to LEAs in Arizona, and to other states.

### ***Section IV: History of Service and Facilities***

#### ***Need to show evidence of the following:***

- How services will be offered and provided equitably to all LEAs in Arizona, as needed.
- How cost recovery fees for training materials will be handled.
- How technology integration will be embedded into professional development in order to model best practices.
- How customization of professional development will be provided to meet LEAs technology needs, and also how it will be offered at multiple, centralized locations convenient for LEAs.
- How a schedule of professional development will be maintained, facilitated and disseminated.
- Description of the past experience and performance of the applicant(s) as it relates to the delivery of professional development to meet requirements of this RFP.
- How the applicant(s) have collaborated with stakeholders in the areas of educational technology and accountability in Arizona.
- Description of the means the applicant(s) have used to communicate with Education Service Agencies as well as LEAs, statewide.
- Description of the office and training facilities that will be used and the availability of these facilities during project operation
- Description of the in-kind support that will supplement the project.

### ***Section V: Staffing***

#### ***Need to show evidence of the following:***

- Assurance that all staff selected are experienced educators.
- Demonstration that staff is proficient with a wide variety of hardware and software, and methods for delivery of technology integration professional development.
- Description of on-going professional development of staff to keep them informed on current methods of technology integration into core academic areas.
- Assurance that staff can demonstrate knowledge of:
  - Professional development standards
  - Data-driven decision-making strategies
- Assurance that staff can travel periodically within Arizona.

The applicant partnership may add to these functions, but none of the above may be omitted.

### **How will sub-grant recipients be selected?**

A project review panel, selected by the Arizona Department of Education, will have the responsibility of reviewing proposals, and for recommending projects to be funded. Proposals from each qualified applicant will be rated on a rubric. **The panel will also will conduct an interview with applicants.**

Upon completion of the review process, it becomes the responsibility of the Department of Education's Ed Tech Program Manager to forward recommendations to the State Superintendent and the State Board of Education for approval.

## Application Preparation Instructions

For those interested in applying for this competition, the application packet may be found at:  
<http://www.ade.az.gov/technology/Downloads/InstructionalTechnologyProject> - Under **Statewide Instructional Technology Project**

### Application Cover Page

- ◆ Accurately and completely the first page of the Statewide Instructional Technology Project application. Signature of authorized signer for the LEA must appear on the original copy, **in blue ink**.

### Abstract – two (2) pages maximum

- ◆ Write a project overview that will provide a snapshot of the project to enable the reviewer(s) to read and rate your proposal.

### Strategies for Implementation and Collaboration - 12 pages maximum

- ◆ Describe specific strategies for implementing the specific goals of the Statewide Instructional Technology Project (see page three). In addition, describe specific strategies for fostering collaboration and communication. Include an implementation timeline that begins July 1, 2005, and ends June 30, 2007.
- ◆ Complete the ***Timeline/Responsibilities Template*** provided in the application packet to show how all the LEAs in the state will be served.

### Accountability Indicators and Dissemination of Results – 4 page maximum

- ◆ Specifically describe the indicators that will be used to measure project success at periodic intervals, from July 1, 2005, and throughout the term of funding, and the process(es) that will be used to make adjustments to the project to ensure improved results/success. Complete the **Evaluation Template** provided in the application packet.

### History of Service & Facilities - 2 pages maximum

### Staffing – 2 pages maximum

### Summary Budget

- ◆ Complete all appropriate line items in the given budget on forms provided in the application packet.

### Budget Description

- ◆ Discuss each line item, in detailed narrative fashion in the form provided in the application packet.

### Supporting Documentation

- ◆ The applicant(s) may include documentation to support their proposal, as appendices, not to exceed 10 pages.

### Application Requirements

The project proposal, prepared in accordance with the criteria, guidelines, requirements, and forms contained in this RFP must be **received** by the Arizona Department of Education, c/o Chris Castillo, 1535 W. Jefferson, BIN 31, Phoenix, AZ, 85007 by **5:00 PM on Friday, April 22, 2005**.

Submit six copies (one original and five copies), double-spaced or 1.5 spaced, on 8.5 by 11 white paper, single-sided, with a one-inch margin around the text on each page. The print size must be a minimum of 11 points. Submit 1 proposal in electronic format.

For technical assistance, please contact Chris Castillo, 602-542-5233, ccastil@ade.az.gov or Cathy Poplin at 602-364-1349, cpoplin@ade.az.gov.